

**MARSHALL COUNTY**  
**Open Records Policy for all County Agencies**

1. All applicants must complete a copy of the Open Records Inspection Request Form.
2. Inspection Request Form shall be submitted to the Official Custodian, Fiscal Court Clerk, 1101 Main Street, Benton, KY 42024 during regular office hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.). **Requests should be itemized and described as clearly as possible by the applicant.**
3. A determination will be made within three (3) working days from the date of the application (excepting Saturdays, Sundays, and legal holidays) regarding approval of the request, and applicant will be notified in writing of the decision within the three (3) day period.
4. Upon approval of the request, a date, place and time of inspection will be noted on the Inspection Request Form with any reason for delay in inspection time.

If the request is denied, a statement will be provided as to why the records are being excluded and how the Open Records Law applies to the record being withheld, including the specific exception authorizing the withholding of the record.

5. Certain items may be excluded in whole or part if they contain exempted information as prescribed under KRS 61.878.
6. During inspection, all records shall be re-assembled by the applicant in the order in which the records were originally filed. If copies are removed from clips or bound folders, these documents shall be replaced in their original order in a neat and orderly fashion.
7. No person shall remove original copies of public records from this office without the written permission of the Official Custodian.
8. Copies of records are available for the following charges, payable in advance:
  - a) Non-commercial document requests \$ .10 per copy
  - b) Non-commercial recordings, computer disks, tapes \$5.00 per copy
9. Commercial requests, special requests, or those requested in a non-standardized format may be subject to higher fees taking into account loss of staff time and actual cost of reproduction.
10. The applicant shall also be charged for any postage costs incurred by the County.
11. The application shall be hand-delivered, mailed or sent via fax.

**COUNTY OF MARSHALL, KENTUCKY  
INSPECTION REQUEST FORM  
RE: KRS CH. 61**

DATE: \_\_\_\_\_

1. Itemized document request (If additional space is needed please attach to form): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Number of copies of each document requested:  
\_\_\_\_\_

3. Enclosed \$ \_\_\_\_\_ Check  Money Order  Cash

4. Signature: \_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

5. Is requested information from a database or geographic information system: Yes  No

6. For commercial use: Yes  No

7. If the answer to questions 5 & 6 is yes, the commercial purpose for which the requested information shall be used to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the information set forth in item 7 is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_  
\_\_\_\_\_

8. The following disposition was made of the above request: \_\_\_\_\_

Signature of  
9. Custodian: \_\_\_\_\_ Amount  
Received: \_\_\_\_\_  
-  
Department: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

10. Date and Time of Inspection:

\_\_\_\_\_

11. Location of Inspection:

\_\_\_\_\_